



# BUDGET TRAINING SESSION

September 3, 2003

Room 149, Capitol Annex

Office of State Budget Director/GOPM  
website: [www.osbd.state.ky.us](http://www.osbd.state.ky.us)

Presentations and questions and  
answers will be available on the  
OSBD website after this session

# Baseline Budget

- Straight-lined budget based on the FY 04 enacted budget as revised. Supports the continuation of currently conducted activities to the extent possible.

Baseline personnel runs: lesser of filled (as of 8/1/03) or target.

## **A. Baseline Budget and Baseline Personnel Runs**

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- Historical Financial Information
  - To be downloaded from the Management Reporting Database into BRASS as in previous budgets
  - Consult with GOPM analyst before making adjustments to history (example: reorganizations)

The background of the slide is a spiral-bound notebook with a light beige, textured cover. The spiral binding is on the left side, and the notebook is set against a solid green background.

# **Personnel information and Personnel Runs**

**OR**

**“I can’t start on anything until  
I get my personnel runs!!”**

# Personnel

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- Personnel runs will be available by Monday September 8 if the agency has provided personnel targets by appropriation unit to GOPM
- New this time: Positions occupied by persons on leave without pay will be considered as filled for purposes of personnel runs
- Part-Time board members are not part of the personnel runs
- No reductions required to base appropriations in FY 04 for vacant positions

# Personnel

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- No vacancies can be substituted for filled positions on the baseline budget personnel run
- Information on unclassified positions and principal assistants (Appendix I)
  - Historical information: will be compiled by the Personnel Cabinet and forwarded to GOPM. GOPM analyst will provide this information to the agency
  - Current year and projected years information to be determined by the agency

# A-4 Program Narrative Form

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- Pay particular attention to providing agency/program information and detail
  - Fiscal environment will necessitate greater documentation/justification than ever before
  - In many cases, a new audience will be learning about your agency for the first time (transition to new administration)
  - New this time: discrete activity information

## B. Defined Calculations Budget

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- For items that are part of the “Aids to Calculations” (Appendix B) **only** \*
- Office of State Budget Director will be forwarding all “Aids to Calculations” information under one cover within the next few days

\*or any statutory CPI increase requirement

## C. Growth Budget

- Allows an agency to request funds needed to meet demands of currently ***mandated*** programs that *do not expand the scope of the program or activity*. Examples:
  - Increased felon population in Kentucky Correctional facilities
  - Increased Medicaid population based on current eligibility and service limitations
  - Increased number of elementary and secondary students being served in Kentucky public schools (Department of Education).

Each of the above programs/services is presently mandated under current Kentucky law or federal agreement

## C. Growth Budget

- Item(s) that may be placed in a Growth Budget request:
  - Filled positions above the personnel target
  - Vacant positions up to the personnel target
  - Other personnel costs that do not fit within base or defined calculations budget requests. An example might be positions beyond target if the need can be justified within current service requirements such as staffing a 24-hour residential or health care facility
  - Operating, grants and capital outlay costs for current operations that cannot be accommodated within the base + defined calculations budget

## **D. Additional Budget Requests**

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- Rate increases (other than defined calculations) that do not fit within the definition for baseline requests
- Program expansions
- New programs
- Requests for General Fund appropriations to replace reduced Federal and/or Restricted Funds

# Capital Budget Request

- New this time: any information technology system costing \$400,000 or more in cash or other consideration
- When is reauthorization required?